



COMDTINST 1760.8  
21 NOV 1989

## COMMANDANT INSTRUCTION 1760.8

Subj: Reemployment Rights of Coast Guard Personnel Separated From  
Active Duty

1. PURPOSE. This Instruction establishes the requirement to brief Coast Guard personnel separating from the Service regarding their reemployment rights.
2. SCOPE. This Instruction applies to all Coast Guard personnel, Regular and Reserve, who are being separated after serving at least 3 consecutive months of active duty, active duty for training or temporary active duty (TEMAC). The type of separation (retirement, resignation, or discharge) bearing on an individual's eligibility for reemployment assistance. Those individuals receiving either an Honorable, General, under honorable conditions, or Uncharacterized Discharge are eligible for reemployment assistance and can apply to the Department of Labor's Office of Veterans' Reemployment Rights. Eligibility in cases involving discharges under other than honorable conditions will be considered by the Office of Veteran's Reemployment Rights on a case-by-case basis.
3. DISCUSSION. The Department of Labor has been assigned responsibility for informing veterans of their rights to reemployment by a former employer and providing assistance to the veteran exercising those rights. Several other programs administered by the Department of Labor have also been set up to assist persons leaving military service. Form OVRR-2, Reemployment Rights and Employment Data, notifies the Office of Veteran's Reemployment Rights of an individual's return to civilian status and that Agency will take all further action.

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4. PROCEDURES. All unit commanding officers effecting separation of personnel from active duty, active duty for training, or temporary active duty after serving at least 3 consecutive months shall:
  - a. Brief the person being separated in accordance with enclosure (1).
  - b. Ensure that Form OVRR-2 is completed by every person who is separated.
  - c. Mail the completed OVRR-2 Form to the Office of Veterans' Reemployment Rights, Department of Labor, Washington, DC 20216, on the date of discharge.
5. ACTION. Area and district commanders, commanders of maintenance and logistics commands, unit commanding officers and Commander, CG Activities Europe shall ensure compliance with this Instruction.
6. FORMS AVAILABILITY. Form OVRR-2 is available from CG Supply Center Brooklyn, using stock number, S 0104-LF-400-3001, U/I (EA).

/s/ G. D. PASSMORE  
Chief, Office of Personnel  
and Training

Encl: (1) Reemployment Rights Briefing Sheet

BRIEFING PROCEDURE ON REEMPLOYMENT RIGHTS AND  
PROVIDING ASSISTANCE IN OBTAINING EMPLOYMENT OR  
TRAINING UPON SEPARATION FROM  
THE ARMED FORCES

Chapter 42, Title 38, U. S. Code gives reemployment protection to former service members and reservists who leave jobs with private employers, state or local governments, or Federal Government to perform military duty. The Department of Labor, through its Office of Veteran's Reemployment Rights, is responsible for providing information about the rights you have and any assistance you need in connection with exercising them. The Coast Guard is cooperating to bring this important matter to your attention.

If you are thinking about returning to your former employer, the important things to remember are; that you must have left an other-than-temporary job for the purpose and with the intention of entering onto this tour of military duty or training; that you served satisfactorily on active duty for no longer than four years; and that you must reapply to your former employer within 90 days of separation from active duty or within 31 days if separation is from initial active duty for training. If you are a member of the Reserve and have been serving on temporary active duty, we suggest that you report back to your employer as quickly as possible, hopefully to your next regularly scheduled shift.

No matter what you now think you wish to do in civilian life, you should find out first what your former employer has to offer. The seniority you accrue during military service may entitle you to other employment benefits, which should be considered before deciding what to do. You may have difficulty determining the extent of your rights, particularly since changes may have taken place during your absence. Your employer may not be familiar with his/her obligations under the statutes. To assist both of you to get a clear understanding of the reemployment program, the Office of Veterans' Reemployment Rights will be glad to mail you and your employer information concerning your rights and obligations.

The United States Department of Labor has the responsibility for several other programs which were set up to assist personnel leaving military service and returning to the civilian labor force. These include assistance in finding your first job, locating a new job, obtaining preferential treatment in hiring by Federal contractors, entering one of the many training programs which are available to prepare you for suitable employment, and obtaining unemployment compensation while you are looking for a job.

Arrangements have been made with the Department of Labor to provide you with assistance in any of the programs I have mentioned above, exercising reemployment rights, obtaining a job, or entering training.

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All you have to do is fill in the OVR-2 form which you have before you. This completed form will be sent to the Department of Labor which will initiate appropriate action to offer assistance to you after you have returned to your home and are ready to resume your civilian career.

Please follow the below instructions and print plainly.

INSTRUCTION FOR FILLING OUT FORM OVR-2.

- Item 1        Enter today's date.
- Item 2        Enter the date you entered on military duty and the date of your separation. The month and year will do if you do not know the exact date.
- Item 3        Enter the character of your service: "Honorable Discharge", "General Discharge", "Discharge Under Other Than Honorable Conditions", "Bad Conduct Discharge", "Dishonorable Discharge", or "Uncharacterized Discharge".
- Item 4        Enter an "X" in the appropriate block to show your branch of service.
- Item 5        Enter your military occupation or special skills acquired, if any.
- Item 6        Enter an "X" in the appropriate block to show whether or not you were employed prior to serving on active duty, active duty for training, or temporary active duty.
- Item 7.a      Print the name of the civilian employer you left prior to entry onto this tour.
- Item 7.b      Print the address of the civilian employer you left to enter onto this tour.
- Item 7.c      Print the city, state and ZIP code of the civilian employer you left to enter onto this tour.
- Item 7.d      Enter the date you were first employed by the employer shown in item 7.a and the date you left your job to enter onto this tour. The month and year will do if you do not know the exact date.
- Item 7.e      Enter the title of the job you held when you left the employer shown in Item 7.a.

- Item 8.a      Print your first name, middle initial, and last name in that order.
- Item 8.b      Print your street address and number or RFD.
- Item 8.c      Print your city, state and ZIP code.
- Item 8.d      Enter your home telephone number, if known.
- Item 9        Enter your social security number to help your employer identify you.

DO NOT DETACH THE SERVICE MEMBER'S COPY. Return all 3 copies of the completed form to the administrative department effecting your separation. They will mail them to the Office of Veterans' Reemployment Rights. You will hear from that agency in a matter of days. Any questions you have should be directed to that office after you have returned home. The address for the Office of Veterans' Reemployment Rights is:

U. S. Department of Labor  
Office of Veterans' Reemployment Rights  
Washington, D.C. 20216



U.S. Department  
of Transportation

**United States  
Coast Guard**

2100 Second St., S.W.  
Washington, D.C. 20593

Official Business  
Penalty for Private Use \$300

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